

**THE NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION QUALITY PROCEDURES**

Title: HANDLING, STORAGE, PACKAGING, PRESERVATION, AND DELIVERY	Number: 00-0000-152-01	Revision Number: <i>2</i>	Date Effective: <i>10/13/95</i>
	Prepared By: Sondra D. Gutkind	Approved By: Sondra D. Gutkind	Page: 1 of 5

15.0 **PURPOSE**

To identify the procedures for handling, storage, packaging, preservation, and delivery of product to prevent damage and deterioration of product whether incoming, stored or pending shipment.

15.1 **SCOPE**

This procedure will cover all shipping, receiving, and storage of product. This procedure may be supplemented by a Pilot Program HSPPD procedure that meets the requirements of ISO 9001-1994 and does not change the basic intent of this Division procedure.

15.2 **RESPONSIBILITY**

The individual handling product handling, storage, packaging, and delivery of products is responsible for administering the proper care.

15.3 **GENERAL**

15.3.1 The Shipping and Warehouse function of the Division is being performed by another Government agency, and is not currently part of the Certification scope. Each Pilot Program has some limited shipping responsibility and those requirements are addressed in this procedure.

15.3.2 Compliance with appropriate statutory rules and regulations is mandatory. It is the responsibility of the Pilot Program Department Head, or designee, to enforce compliance with these regulations.

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15.4 PROCEDURES

15.4.1 Handling

15.4.1.1 When there is a possibility of an outgoing product being damaged, the appropriate storage containers will be provided to prevent damage and deterioration.

15.4.1.2 All static sensitive products will be handled with appropriate Electrostatic Discharge techniques.

15.4.1.3 Secure filing cabinets and locked cabinets, as required, are provided for handling reports, data disks, and instrumentation. Damaged containers are repaired, or scrapped if beyond repair.

15.4.1.4 When there is a possibility of damage, safeguards shall be initiated which will ensure that the materials or instrumentation will be adequately protected during its manufacture, storage and delivery. All employees are responsible for assuring that proper care is taken in the handling of materials or instrumentation to prevent damage.

15.4.2 Storage

15.4.2.1 Static sensitive electronic components will be stored in a designated static free area or bin.

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15.4.2.2 Internal movement of product from inventory to the work-in-process locations will be controlled as needed to control inventory and prevent loss.

15.4.2.3 There will be designated segregated storage areas for special or unique program material.

15.4.2.4 There will be designated secure areas for storage of material and instrumentation.

15.4.2.5 Storage areas are maintained in good condition to prevent damage or deterioration of stored items. All material and instrumentation in the areas are identified.

15.4.2.6 All storage areas will be assessed if any product has a limited shelf life to assure that all materials and instrumentation subject to deterioration are within shelf life or usage expectancy, and that they are not deteriorating or damaged.

15.4.2.7 Materials or instrumentation found to be damaged, deteriorating or past their life expectancy will be identified and segregated to a designated non-conforming material area for proper disposition.

15.4.2.8 Storage areas also contain supplies (i.e. office supplies) not intended for incorporation into the final products. Such supplies are not labeled with inspection status identifiers and their movement in and out of the storage areas is not controlled by the quality system.

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15.4.3 Packaging

15.4.3.1 If packaging requirements are specified by the Pilot Program or customer, use of alternative packaging materials and methods must be authorized by the Pilot Program Department Head or designee, and/or the customer.

15.4.3.2 Shipped product requiring specialized packaging will be processed consistent with statutory requirements for hazardous material where required.

15.4.3.3 When specified, special or unique material, or program control marking, identified by the customer, will be applied to boxes or shipping containers.

15.4.3.4 The appropriate packing material will be identified and used with appropriate regards to the item's fragility. Boxes are chosen for the item's size and fragility. Appropriate padding material will be used. Static sensitive items will be packaged in static bags.

15.4.3.5 The type of packaging used to protect the materials and instrumentation during shipment (i.e. box, envelope, or crate) will be determined in accordance with specific customer requirements or best practice, as required.

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15.4.4 Preservation

15.4.4.1 Controls will be established to assure adequate preservation of materials and instrumentation throughout the receiving, production and storage processes. As an additional measure for preservation, reports may be electronically archived.

15.4.5 Delivery

15.4.5.1 All materials requiring delivery will be packaged to provide protection from adverse environmental conditions on route to the customer.

15.4.5.2 After final routing through appropriate technical and administrative approval, reports and/or materials are distributed using approved distribution channels.

Only products that have passed final inspections are authorized to be released from stores.